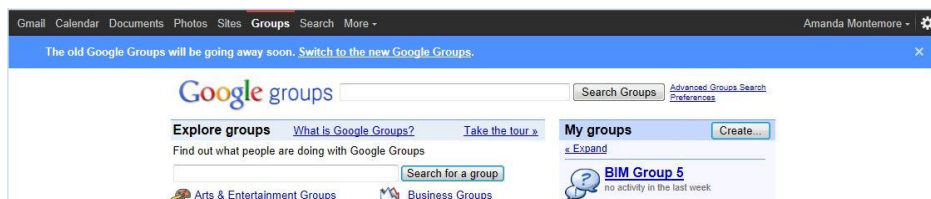


Using Google groups and documents to help organize information

When doing a group project, it is hard to keep information organized, find old files and communicate with everyone at one time when not together. Google has found a solution to many of those common problems. With both of these tools, Google can be used as an organizer and communicator to help connect your group in the easiest of ways!

Must have a GMAIL account to access these tools!

To create a group:



Go to groups.google.com, click 'create' a group.

1 Set up group **2 Add members**

Name your group

Create a group email address
@googlegroups.com

Group web address: <http://groups.google.com/group/>

Write a group description

Letters remaining: 300

☐ This group may contain adult content, nudity, or sexually explicit material. Before entering this group you will need to verify that you're 18 years of age or over.

Choose an Access level

☐ Public - Anyone can read the archives. Anyone can join, but only members can post messages.

☐ Announcement-only - Anyone can read the archives. Anyone can join, but only managers can post messages.

☐ Restricted - People must be invited to join the group and post or read messages. Your group and its archives do not appear in public Google search results or the directory.

Here you can name your group. Next, you'll type in a brief description of the group and choose the membership access level. Choose restricted so no one can randomly join your group or access your work. Click 'create my group'.

1 Set up group 2 Add members

Invite members by email

Enter email addresses of people to invite

Each person will receive an invitation to your group and must accept before they can receive messages.

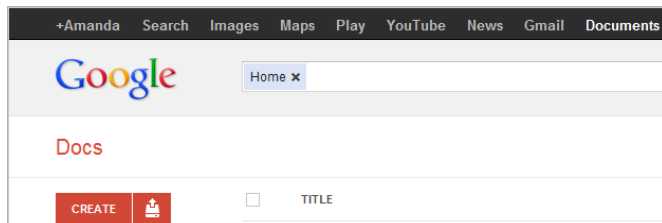
Write an invitation message

Google Groups will automatically include the group's name, description, and address in the email.

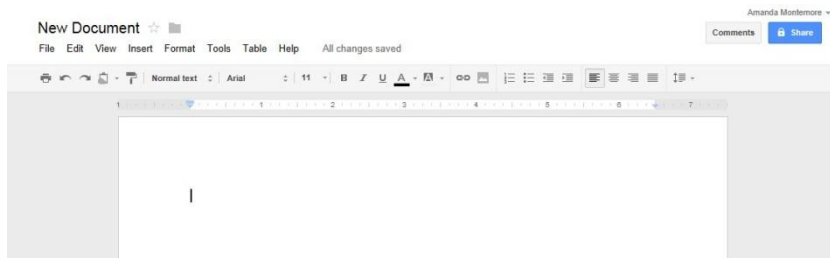
Invite members Skip this step

You can now add members or invite them to join. This group will now act like an email address and you can use it to send emails and documents to everyone in the group.

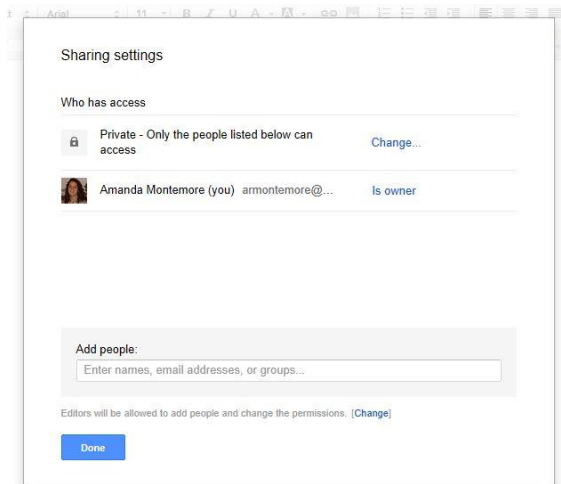
To create a document:



Go to docs.google.com, click 'create', a drop down menu will show up listing the different types of docs you can make, select what applies



The document is now created and linked to your Google doc account. This document will continuously save itself.



Once you have completed your document click 'file' and choose share, you can now choose who can view and edit this doc including the group you had just made.

Go back to the main Google doc page to see all the docs you have made and organize, share, or delete them.